

Approved For Release 2001/04/05 : CIA-RDP83B00823R000800130002-4

*DRAFT*

OFFICE OF SECURITY NOTICE NO. 73-

FOR : All Office of Security Employees

SUBJECT: Covert File Jackets (Abolishment of)

1. <sup>Per of</sup> Effective 30 July 1973, <sup>each</sup> all Security Case Processing requests <sup>is being</sup> will be established in one file jacket only. Since Covert and Overt cases are now being processed within the same <sup>directorate</sup> Division, due to a consolidation of functions within the Office of Security, the need for distinguishing these cases by means of ~~separate~~ and different file jackets no longer exists.

2. The Security Records Division will continue <sup>however,</sup> to utilize those red border file jackets still on hand when the initial action is a Covert one, but the word "Covert" will be blocked out by SRD Personnel. Until the present supply of these file jackets is exhausted, some file jackets will bear a red border. Plain brown file jackets without red borders will be used when the initiating action is an Overt one. Eventually, all case actions will be set up in <sup>the</sup> plain, brown file <sup>jackets</sup> folders. SRD personnel will consolidate Covert and Overt files where they exist into plain, brown file jackets.

3. Any questions regarding the above change should be directed to the Chief, Security Records Division.

Howard J. Osborn  
Director of Security

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/SRD

EXTENSION

NO.

DATE

31 July 73

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

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FORM 3-62

610

USE PREVIOUS EDITIONS



SECRET



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CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/P&M	1 AUG 1973	D
2	D/Security	6 AUG 1973	KV
3	<del>DD/Security</del>		
4	DD/P&M - for number	6 AUG 1973	MD
5			
6	AC/PPB		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <p style="text-align: center;"><i>sent to SRD on 6 AUG 1973</i></p>			
FOLD HERE TO RETURN TO SENDER			
FORM NO. 1-67		AC/PPB	8/1/73
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STATINTL

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